

STRATFORD DISTRICT COUNCIL

SECTION: FINANCIAL	
POLICY: <u>CREDIT CARD EXPENDITURE</u>	
RESPONSIBILITY: Corporate Services	REVIEW DATE: March 2008
VERSION: 1	APPROVED DATE: March 2005
FILE NUMBER: 16043	
DELEGATIONS REGISTER NO: [Click here]	

That Council credit cards be used by the District Mayor and Chief Executive for Council business purposes only. The limit on each card is \$1,000.

The procedure for approving business expenses incurred by the credit card holder is that a claim form is completed (attaching receipts where possible). This is then authorised as follows:

1. That the Chief Executive's credit card accounts be duly authorised by the Operations Manager.
2. That the District Mayor's credit card accounts be duly authorised by the Chief Executive.